

Number	Effective	Title	Owner
II-20	7-93	Resignations and Layoffs	HR Manager

RESIGNATIONS

1. Employee submits a written resignation to the immediate supervisor.
2. The supervisor accepts the resignation by initialing and dating the letter.
3. Send the accepted resignation to the personnel manager.
4. Collect any credit cards, keys, I.D. cards, uniforms, etc.

Out Processing

On the last pay period of employment, complete and mail to the payroll clerk the following documents:

1. **Notice of Personnel Action** (#15-21)
2. **Time Sheet** (EIS-45)
3. **Miscellaneous Deduction Form** (EIS-53)
4. Any change of address for mailing the W-2 form

(See Forms section for forms)

Employees who leave state service receive lump-sum payment for unused vacation leave. Vacation leave will not be used to earn additional vacation leave and/or holiday pay.

Retirement Contribution

If an employee wishes to withdraw retirement contributions, request a form from the payroll clerk.

Exit Interviews are Encouraged

The objective is to gain constructive criticism, ideas, and suggestions on how things can be improved and what is working well and should be continued.

The personnel manager will initiate and coordinate the exit interview process. The employee can request an exit interview with any person in their chain of command, or the personnel manager. Interview notes will be mailed to the personnel manager who will ensure that the comments and suggestions are given to the appropriate people.

Telephone exit interviews may be conducted to avoid travel costs.

LAYOFFS

Reduction in force will be by class of position and may be by organizational unit or Department wide as determined by the director and approved by the Idaho Personnel Commission (IPC). The order of layoff will be provisional first, then probationary, and then permanent personnel.

Each employee affected by a reduction in force shall be notified in writing of layoff and the reasons thereof at least fifteen (15) calendar days prior to the effective day of layoff, and shall be provided by the appointing authority with a copy of the departmental layoff procedure as approved by the IPC.

There shall be competition among all employees in the class in the department affected by reduction in force, based on the following retention points system:

<u>Performance Level</u>	<u>Points Earned Per Hour (67-5332)</u>
Substantially Exceeded Standards	.10 (17.33 mo) (208 yr)
Exceeded Standards	.075 (13 mo) (156 yr)
Met Standards	.05 (8.67 mo) (104 yr)
Partially Met Standards	-0-
Failed to Meet Standards	-0-

All credited service for which there is no performance rating shall receive .05 points per hour. For conversion purposes, to calculate years and months of satisfactory service, 104 points shall equal one (1) year and 8.67 shall equal one (1) month.

Retention points for eligible war veterans as defined in Chapter 5, Title 65, *Idaho Code*, shall be the sum of the points earned per hour of credited state service plus the number of points equivalent to three (3) years of satisfactory service. No points shall be considered for service within three (3) calendar months prior to a reduction in force. Each employee shall be entitled to an audit of retention points by an independent auditor designated by the state personnel director in cases of dispute between the appointing authority and the employee. The request for audit must be filed with the appointing authority within five (5) calendar days of receipt of layoff notification. The decision of the independent auditor shall become binding on both parties unless an appeal is filed within thirty (30) calendar days computed from the date of the auditor's notification to the affected parties of the decision.

Eligible Service shall be defined as:

- A. All classified service under the IPC and the preceding Merit System Council and/or Public Assistance Personnel Council.
- B. All non-classified state service prior to the establishment of the personnel system if the individual has been in classified service since the system was established.
- C. All service performed in an exempt position since establishment of the IPC if the position has been subsequently transferred to classified service.
- D. All service in positions involuntarily transferred from classified service shall be counted for individuals who subsequently return to classified service.

- E. All service of classified employees who voluntarily serve in an exempt position not to exceed the length of time the employee would be eligible for reinstatement to classified service.

Layoff List and Order of Layoff

Employees will be placed on the layoff list by position class in numerical order of total retention points, and layoffs will be made in inverse order. Employees affected will be furnished with a copy of computation of retention points for position class and a copy will be furnished the state personnel director. In the event that two or more employees have the same combined total points, retention shall be determined in the following sequence.

- A. The employee with the highest overall average performance credit. (Total retention points divided by total credited service hours.)
- B. Random Selection.

Procedure and Notification

Management identifies the class(es) of position to be affected by layoff. Retention points are calculated for all employees assigned to the class of position including those serving in underfill or acting appointments. Employees on approved leave of absence without pay are not included.

Employees shall be placed on the layoff list beginning with the employee with the highest number of retention points. Employee layoffs shall be made from the layoff list in inverse order.

Each employee affected shall be notified in writing of layoff and reasons therefore, at least fifteen (15) calendar days prior to the effective date of the layoff. Employee notification of layoff will include a copy of the departmental layoff procedure and a copy of the computation of retention points.

The appointing authority shall give written notice to the state personnel director of its intention at least fifteen (15) calendar days prior to a reduction in force and shall provide a list of persons affected by the layoff with total retention points and shall indicate which employees will be laid off.

Voluntary Demotion in Lieu of Layoff

An employee with permanent status, may, in lieu of layoff, elect voluntary demotion to a lower class, or if deleted its successor, in which the employee has held permanent status and formerly occupied in the department. Such demotion shall not be permitted, however, if the result would be to cause the layoff of an employee with permanent status with greater retention points. To exercise the right of voluntary demotion in lieu of layoff, the employee must notify the appointing authority in writing of such election not later than five (5) working days after receiving notice of layoff. Any employee with permanent status displaced under these provisions has the same rights as provided previously.

Reinstatement and Reoccupation Rights

Any employee who elects a voluntary demotion in lieu of layoff shall have the right of re-employment in the class formerly occupied prior to the demotion, before any other person may be promoted, transferred, reinstated, or hired for such class by the appointing authority enforcing the layoff. This right of re-employment shall exist for one (1) year from the effective date of the demotion, or until the employee declines three (3) separate offers of re-employment without justifiable cause. Re-employment under Rule 14 shall be without probationary periods.

The name of the employee laid off by an appointing authority shall be placed on a layoff register in accordance with Rule 14.B.1, and shall remain on the layoff register for a period of one (1) year from the effective date of the layoff or until the former employee declines three (3) separate offers of re-employment without justifiable cause. An employee on a layoff register shall be offered re-employment to a position in the class from which laid off before any other person may be promoted, transferred, reinstated, or hired for such class by the appointing authority enforcing the layoff.

Re-employment under Rule 14 shall be without probationary periods.

Employment Preference for Re-employment from Layoff Registers

Re-employment shall be determined by retention points within each of the categories of employees listed below. The order of re-employment shall follow the rank order by retention points from highest to lowest within each category:

- A. Employees with permanent status in the class.
- B. Promotional probationary employees who have permanent status in a lower class.
- C. Provisional promotional employees who have permanent status in a lower class, but who have not had an opportunity to take an examination of the position they are filling.
- D. Provisional promotion employees who have permanent status in a lower class, who have had an opportunity to take a promotional examination but either failed to avail themselves of the opportunity or, having taken a promotional examination, failed to receive a rating high enough for certification to the class.
- E. Probationary employees without permanent status in any class.

Employees Without Probationary or Permanent Status

Employees serving in temporary, project exempt, student or provisional appointments and who have neither probationary nor permanent status in a class affected by layoff, have no preference under this procedure and their names will not appear on a layoff register.

Employees Appointed to Limited Service Positions

Employees serving in limited service appointments have no preference for employment in a layoff situation, and their names will not appear on a layoff register.